

# Comprehensive Evaluations

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- *The CE Foundation helps DSHS staff identify issues that may impact a parent's ability to participate in WorkFirst.*
- *The ESD Work Skills Assessment helps individuals make good choices for employment in their labor market.*
- *Community & Technical College Assessments create a good match between an individual's skill level and employment/training goals.*

**Program contact:**

Amber Gillum  
(360) 902-7657  
[amber.gillum@ofm.wa.gov](mailto:amber.gillum@ofm.wa.gov)

For more information about the WorkFirst program, visit  
[www.workfirst.wa.gov](http://www.workfirst.wa.gov)

## **How does WorkFirst determine whether parents are ready to work?**

WorkFirst partners use the Comprehensive Evaluation (CE) process to engage parents in the most appropriate activities to move them quickly toward employment and self-sufficiency. The primary objectives of the Comprehensive Evaluation are to:

- Increase parents' involvement in developing their plan for participating in WorkFirst, resulting in more parent buy-in and better results
- Gather better information about parents' skills and abilities and more quickly place them in an appropriate activity
- Clarify program criteria so staff can help parents make objective decisions about what activities are appropriate
- Increase consistency in how the WorkFirst program operates across the state

## **What are the elements of the Comprehensive Evaluation?**

*Foundation:* Conducted by a **Department of Social and Health Services (DSHS)** program specialist, the foundation gathers family information and circumstances that can impact a parent's participation and contribute to the development of an employment plan. Parents who are pregnant or have issues such as family violence or substance abuse are referred to a social worker for an assessment as part of the Comprehensive Evaluation.

*Work Skills:* **Employment Security Department (ESD)** staff conduct a work skills evaluation to assessment to help parents identify their skills, interests and work values. Parents and staff compare evaluation results with local labor market information to determine the best course of action to find the highest paying, entry-level job.

*Education:* This portion of the CE is conducted by **community & technical college** staff, who examine a parent's educational background and interests. Parents are also given the CASAS appraisal of basic skill levels, which helps contribute to their employment plan.

*Employment Plan:* Based on information gathered in the foundation, work skills, and education elements of the CE, ESD staff will work with the parent to complete an Employment Plan. Recommendations for employment pathway activities are forwarded to the DSHS case manager.

*Plan Review and IRP Development:* Together with the parent, the DSHS case manager reviews the employment plan, considers the recommendations, potential barriers or special circumstances, and other relevant information and develops the Individual Responsibility Plan.